Expires 7 August 2003

ATZK-AGA (350)   7 August 2001

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments This Headquarters

SUBJECT: USAARMC Policy Memo No. 13-01 - Personnel Tempo (PERSTEMPO) Local
Policy Guidance

1. References.

    a. Public Law 106-65, FY 00 National Defense Authorization Act (NDAA).

    b. Public Law 106-398, FY 01 National Defense Authorization Act (NDAA).

    c. Business Rules for the Leader, at www-perscom.army.mil/perstempo.

    d. PERSTEMPO User's Manual, at www-perscom.army.mil/perstempo.

2. The enclosed establishes the USAARMC PERSTEMPO Local Policy Guidance and applies to
all units assigned to the USAARMC and Fort Knox.

3. Commanders at all levels will familiarize themselves with the policies and procedures
contained herein and ensure soldier PERSTEMPO events are entered into the DA PERSTEMPO
database, and that no soldier is deployed in excess of established PERTEMPO thresholds without
approval.

FOR THE COMMANDER:

Encl   GEORGE EDWARDS
                                                COL, GS
                                                Chief of Staff

ATZK-AGA
SUBJECT: USAARMC Policy Memo No. 13-01 - Personnel Tempo (PERSTEMPO) Local
Policy Guidance

DISTRIBUTION:
C

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CDRs, Fort Knox Partners in Excellence

Personnel Tempo (PERSTEMPO) Local Policy Guidance

INDEX

1. Policy.

    a. Congress enacted Public Law 106-65 within the FY 00 National Defense Authorization Act (NDAA) and Public Law 106-398 within FY 01 National Defense Authorization Act (NDAA) which authorizes a "high-deployment per diem" allowance and establishes the requirement to track soldiers' participation in PERSTEMPO events away from home. Congressional intent was to reduce the time a soldier spent away from home thereby improving morale and quality of life and to compel the unit commander to more effectively manage the OPTEMPO of all assigned soldiers. This will not be considered a financial entitlement program for high-deployment soldiers.

    b. The Army PERSTEMPO Management System, a DA web-based application, was developed to track an individual soldier's participation in a PERSTEMPO event.

    c. There are four categories of PERSTEMPO events which require tracking in the Army PERSTEMPO Management System: Operations, Exercises, Unit Training, and Mission Support TDY. Consult Business Rules for Leaders for additional information.

    d. PERSTEMPO event tracking commenced 1 Oct 00 and the PERSTEMPO payment counter for all soldiers begins with 0 qualifying days, as deployments prior to 1 Oct 00 are not creditable in computing the high-deployment per diem allowance entitlement.

    e. Thresholds. PERSTEMPO event participation forecasting is essential for timely identification of individuals who will exceed or who are projected to exceed established thresholds.

    (1) One Hundred Eighty-Two Day Threshold. The first Army general officer in the soldier's chain of command is required to manage the continued participation or the projected participation of a soldier who will exceed 182 PERSTEMPO event participation days in the previous 365 day period. Soldiers who break this threshold are known as "high deployment soldiers." The first day a solider may become a "high deployment soldier" (182 days deployed) is 1 Apr 01.

    (2) Two Hundred Twenty Day Threshold. The first Army four-star general officer (0-10) in the soldier's chain of command is required to approve the continued participation or the projected participation of a soldier who will exceed 220 PERSTEMPO event participation days in the previous 365 day period. The first day a four-star general officer approval may be required for a soldier (to exceed 220 deployed days) is 9 May 01.

    (3) Payment Threshold. A high deployment per diem is authorized for soldiers who exceed 400 PERSTEMPO event participation days (does not have to be consecutive) within a 730-day rolling window. The implementation date for the payment threshold is 1 Oct 01. The first possible day a soldier could exceed 400 PERSTEMPO event participation days is 5 Nov 01. This payment threshold is outlined in the FY01 NDAA and is a change from the initial payment threshold contained in the FY00 NDAA.

(4) Internal Army Management Threshold. Although not dictated by law, the Army has established a 365-day management threshold (within a 730-day rolling window) which will be used to identify soldiers who are approaching the 401-day payment threshold. This threshold is for information purposes only. General officer management/approval is not required at this time.

f. Identifying the PERSTEMPO event category and purpose, and requiring the data to be entered into the web application for the applicable soldier is the responsibility of the commander of the unit the soldier is assigned or the commander of the unit where the PERSTEMPO data will be entered. For example, if the PERSTEMPO clerk is located at battalion headquarters, the company commander would provide verified event information to the battalion for entry into the PERSTEMPO web application.

g. Entering PERSTEMPO data into the web application is the responsibility of the soldier's assigned unit, attached unit, or supported unit. This includes recording PERSTEMPO data on soldiers in a Temporary Change of Station (TCS) status and Reserve Component soldiers, including Individual Mobilization Augmentee (IMA), in an active duty status. This responsibility crosses components and services. For example, an US Army Reserve soldier volunteers to fill a position in the Task Force Eagle Headquarters and is placed in an active duty status. The soldier's reserve unit would capture the data on the event's start and end dates in the PERSTEMPO database (projected based on the orders cut). However, leave taken while on deployment or a soldier's participation in a noncreditable PERSTEMPO event, would have to be entered into the database by the unit the soldier is assigned to in Bosnia.

h. This legislation has the potential to impact every soldier. All soldiers should be aware of the provisions of the PERSTEMPO legislation found in the FY00/FY01 NDAA.

i. There are no provisions in the law for soldiers to request a high-deployment per diem waiver to facilitate continued PERSTEMPO event participation or to be exempted from general officer threshold management/approval requirements. Soldiers can not waive their right to earn PERSTEMPO event participation credit nor can they waive the per diem entitlements that are earned due to crossing the payment threshold.

j. A soldier's PERSTEMPO event participation credit for a particular month will be entered in the DA PERSTEMPO database not later than the 13th calendar day of the month when possible. This will ensure the counter information reflected on each soldier's LES matches the unit's records. The Army's monthly feed to DFAS is as of the 15th calendar day of the month to make the end of month LES.

k. To successfully comply with the intent of the legislative mandate, leaders at all levels must understand this is an operational and training matter. Implement this program to the best of your ability and with the understanding there will be soldiers who will achieve and maintain a 'high deployment' soldier status. We will continue to deploy these soldiers, as needed, for mission accomplishment.

1. The first PERSTEMPO reports are due to Congress on 1 Oct 01. These reports will provide valuable insights into just how much the Army deploys, down to unit, military occupational specialty and individual detail. Before then, checks will be made on PERSTEMPO tracking and on the accuracy of the PERSTEMPO event participation history of soldiers. We must manage this well for our soldiers, their families, and the future of our Army.

2. Threshold Management and Approval Processes.

    a. One Hundred Eighty-Two Day Threshold Management Process.

        (1) Commanders within USAARMC will submit information for soldiers who are projected to achieve the high deployment threshold of 182 days to the first Army general officer in the soldier's chain of command for PERSTEMPO management purposes.

        (2) The information will consist of an acknowledgement memorandum and a roster of personnel.

        (a) The acknowledgement memorandum (Annex A - 182 Day Management Acknowledgement) will be utilized to transmit roster through command channels.

        (b) The roster (in Excel) will contain, as a minimum, the information shown in Annex B (One Hundred Eighty Two Day Threshold Management Roster).

        (3) The designated first Army general officer in a soldier's chain of command will manage all high-deployment soldiers (182 deployed days or more) and ensure that no soldier deploys beyond 220 days without CG, TRADOC approval.

        (4) A COL(P) serving in a brigadier general billet can serve as the first general officer in the chain of command for PERSTEMPO management purposes at the 182 day-threshold.

        (5) The date the first Army general officer acknowledges management of a high deploying soldier will be forwarded to the requesting commander by e-mail. The parent unit clerk will enter the "first one star" management date in the PERSTEMPO web application database.

        (6) Record copies of requests will be kept at the unit level for documentation and inspection purposes.

    b. Two Hundred Twenty Day Threshold Approval Process.

        (1) Commanders within USAARMC will submit a request for a soldier to exceed the 220 day threshold through their chain-of-command to the designated "first Army general officer," and then to Commander, TRADOC.

(2) A request will be submitted 90 days prior to the date the soldier will exceed the 220-day threshold or immediately when a soldier is projected to exceed the 220-day threshold.

(3) Soldiers who are projected to exceed the 220-day threshold will not be allowed to participate in a PERSTEMPO event until CG, TRADOC approval as been granted.

(4) An approval must be requested each time a soldier is projected to exceed the thresholds.

(5) The date the soldier was approved to exceed the 220-day threshold will be forwarded to the requesting commander. The parent unit clerk will enter the "four star" approval date into the PERSTEMPO web application database.

(6) A request memorandum (Annex C - 220 Day Threshold Management, Active Component) will be utilized to transmit roster through command channels.

(7) The roster, on an Excel worksheet, will contain as a minimum the information shown in Annex D (220 Day Threshold Approval Roster) and will be completed per the instruction annotated on the roster as Notes.

(8) Soldiers will be approved by name and for a defined event duration. Rosters of soldier's participating in the same PERSTEMPO event may be grouped under one cover memorandum. Blanket requests from units will not be approved.

c. Processing Actions and Flow (220-Day Threshold).

(1) Originating Commander will:

(a) Complete the required documents (enclosed as annexes, per instructions contained herein and/or annotated on the specific document.

(b) Coordinate with the appropriate headquarters, if necessary, to ensure no other individual sourcing strategy exists.

(c) Verify the high deployer has been approved by their unit of assignment, at the O-6 level, for their participation in the PERSTEMPO event.

(d) Submit the required documents to their designated first Army general officer in USAREUR.

(e) Cause an administrative review of the 220-day approval packet to be conducted to ensure the information provided mirrors the PERSTEMPO database.

(2) The appropriate first Army general officer will:

(a) Review and evaluate the thoroughness of the background and justification comments.

(b) Prepare an endorsement to the 220-day request memorandum stating recommend action which CG, TRADOC should take. In addition, address: the date which the 182-day management was acknowledged; the fact the PERSTEMPO database reflects the information contained in the memorandum, and the date the 220-day request packet was received by the 182-day management authority.

(c) Forward the completed 220-day threshold packet, by electrons, to Commander, TRADOC.

3. Responsibilities. Duties and responsibilities associated with the implementation and management of the Army PERSTEMPO Management System.

a. USAARMC Brigade Commanders:

(1) Appoint an individual to be the Command PERSTEMPO clerk and an individual as an Alternate and report to the installation PERSTEMPO User Administrator.

(2) Ensure that formal PERSTEMPO training is conducted, utilizing Train-the-Trainer concept, or the web-based training for all untrained personnel prior to their being allowed to make data entries in the DA PERSTEMPO web-based application.

(3) Establish an internal system to support the forecasting and performance of a PERSTEMPO event.

(4) Ensure all assigned soldiers are briefed on the provisions of the FY00/FY01 National Defense Authorization Act based on OSD/DA public affairs guidance.

(5) Integrate PERSTEMPO management into the Command Inspection Program.

(6) Be prepared to provide reports to Commanding General.

(7) Incorporate soldier's PERSTEMPO counter consideration into the assignment and command slating process.

b. USAARMC Battalions/Separate Company Commanders:

(1) Appoint an individual to be the PERSTEMPO clerk and an individual as an Alternate and report to the installation PERSTEMPO User Administrator

(2) Perform PERSTEMPO forecasting to ensure no soldier is deployed in excess of established threshold without proper command approval.

(3) Utilize the PERSTEMPO Tracking Tool at www.perscom.army.mil/tagd/perstempo as the source document for recording a PERSTEMPO database entry.

(4) Begin entering data through the DA web-based application as soon as an input clerk has received training on the Army PERSTEMPO Management System.

(5) Ensure all additions and deletions of personnel having DA PERSTEMPO web site access are immediately reported to the Installation Command PERSTEMPO User Administrator.

(6) Obtain Army Knowledge Online (AKO) access via the following website: http://www.us.army.mil/ for each designated user.

(7) Brief all assigned soldiers that the FY00/FY01 National Defense Authorization Act authorizes a "high-deployment per diem" allowance and established the requirement to track soldiers' deployed and nondeployed time away from home effective 1 Oct 00. In addition, stress the individual soldier's responsibility to monthly verify the accuracy of their LES deployment counter and of their right and responsibility to report discrepancies to their immediate chain-of-command. Slides at the PERSTEMPO web site may be used to develop soldier briefings.

(8) Maintain deployment records on soldiers for the duration of their assignment with your organization.

(9) Ensure the individual's PERSTEMPO event participation for a particular month is entered in the DA PERSTEMPO database not later than the 13th calendar day of the month. This will ensure the counter information reflected on each soldier's LES matches the unit's records. The Army's monthly feed to DFAS is as of the 15th calendar day of the month to make the end of month LES.

(10) Verify deployment counter information with the soldier as part of personnel out-processing procedures prior to a soldier's departure from your organization. Ensure there are no unresolved PERSTEMPO event participation issues upon a soldier's departure.

(11) Verify incoming soldier's PERSTEMPO status as part of the assignment process to preclude assigning a "high deployer" to a unit which is projected to participate in an extended PERSTEMPO event.

c. Adjutant General:

(1) Appoint an individual and alternate to be the Installation PERSTEMPO User Administrator. The Installation PERSTEMPO User Administrator and alternate must be Information Security Officer (ISO) qualified and possess an Army Knowledge On-Line account and password.

(2) The Installation PERSTEMPO User Administrator will perform the following duties.

(a) Establish DA PERSTEMPO user accounts for subordinate units, identify and register subordinate input clerks and viewers, maintain information on personnel granted access to the DA PERSTEMPO web site.

(b) Assist in the implementation and operation of the Army PERSTEMPO Management System for the command. Manage the processes associated with the PERSTEMPO program, establish communications with units to routinely and promptly report PERSTEMPO information, and provide all the administration, permissions, and tracking guidance.

d. G3/Directorate of Plans, Training and Mobilization:

(1) Provide complete and accurate information on all taskings to units. Taskings should include the duration of the mission and mission description along with operational tasking name if applicable.

(2) Provide unit commanders tasking in sufficient time to allow for review of their unit's PERSTEMPO status prior to responding to a tasking.

4. Access and Registration Process.

a. Utilizing the web to transmit deployment data will require commanders to determine who in their organizations has data entry access and viewer access to the DA PERSTEMPO database. The Business Rules for the Leader, reference 1c, were developed envisioning access for Company Commanders, First Sergeants, Battalion Commanders, Command Sergeants Major, and unit clerks. However, the USAREUR Command Commanders may alter the access to the DA PERSTEMPO database to fit their mission requirements. The bottom line is that unit commanders at all echelons are responsible for designating individuals under their command that should be granted access to the DA PERSTEMPO web site. There are no restrictions as to the number of personnel in a unit that may be granted DA PERSTEMPO web browser access; however, formal training must be completed before granting access.

b. There are three types of users of the DA PERSTEMPO web site:

(1) User Administrator - Has the ability to add other users to the system which they manage.

(2) Clerk - Has the ability to input and update of PERSTEMPO events for soldiers in an Army Human Resource Indicator (AHRI) and subordinate AHRIs.

(3) Viewer - Has the ability to view data on soldiers in their AHRI and subordinate AHRIs.

c. Individual user registration to access the DA PERSTEMPO web-based application is a two-step process.

(1) Register on Army Knowledge On-Line http://www.us.army.mil. This is a self-registration process. Users must possess an Army Knowledge On-Line account before they can be registered to access the DA PERSTEMPO database.

(2) Complete the PERSTEMPO registration form and provide to your PERSTEMPO administrator (located at the next level of command). The PERSTEMPO administrator will establish a DA PERSTEMPO user account.

5. Event Documentation.

a. The PERSTEMPO event tracking tool (See Annex D, Business Rules for the Leader) will be the only document which will be utilized to capture PERSTEMPO event participation and it is the authorization document which the input clerk will use to record the PERSTEMPO event participation in the DA PERSTEMPO database.

b. Each completed PERSTEMPO tracking tool worksheet will be retained as a source document for historical and audit trail purposes per the Modern Army Record Keeping System (MARKS).

c. Soldier PERSTEMPO information will be maintained under MARKS file number "350-37a, Individual Training Files. Units will maintain soldiers PERSTEMPO information for the current 730-day rolling window or until the soldier is transferred or separated. The unit's copy can be destroyed 60 days following the soldier's report month at his gaining installation.

6. Information Library. Current system characteristics, requirements, data elements, briefing, and training information may be accessed at www.perscom.army.mil/tagd/perstempo.

7. Verification/Reconciliation.

a. Commanders must initiate reconciliation and verification of PERSTEMPO data for each soldier who is projected to reach designated thresholds (182 day and 220 day) prior to submitting paperwork to general officers for the management and/or the approval purposes.

b. Individual Verification. A deployment counter will be located on each individual soldier's Leave and Earnings Statement. This counter will provide the soldier with the current status of the number of deployed days which are recorded in the DA PERSTEMPO web application. This is a tool for a soldier to use in determining that all their deployed days are accurately captured.

c. Commander Verification. Commanders will review the management reports provided from the PERSTEMPO database on a monthly basis to identify soldiers who are high deployers and individuals about to cross certain thresholds.

8. Training. The individuals designated to make data entry input into the PERSTEMPO tracking system must have attended PERSTEMPO training, train-the-trainer, or successfully completed the PERSTEMPO web-based interactive training module (date of release TBA).

9. Explanation of Terms. The major terms and definitions used within the Army PERSTEMPO Management System are stated below and additional one are outlined in the Business Rules for the Leader.

a. Deployment (creditable event). A PERSTEMPO event occurs when a soldier is engaged in "official duties at a location or under circumstances that make it infeasible for a soldier to spend off-duty time in the housing in which the member resides when on garrison duty at the member's permanent duty station." Deployments are broken down into several categories which are further defined into different purposes. See Business Rules for the Leaders Annex A (PERSTEMPO Categories) and Annex B (Definitions) for detailed information.

b. Nonreportable events. There are several events that result in the soldier being unable to spend off-duty time in the housing in which the member resides that are considered nonreportable events. These events include performing Staff Duty Officer; CQ; administrative, guard, or detail duties in garrison at the soldier's permanent duty station; shift work; reverse cycle training; permissive temporary duty; and Permanent Change of Station travel and leave time. The soldier may be away from home in these cases but these events are not reportable in the web application and do not count as PERSTEMPO events under this law.

c. Nondeployment (noncreditable) events. Nondeployment events (Leave, confinement, AWOL, hospitalization with Line of Duty-No) do not count towards PERSTEMPO deployment days. Participating in these events is required to be entered into the web application only if they occur during a soldier's participation in a PERSTEMPO event.

d. School Attendance (Individual Training TDY). All the schools listed in the US Army Formal Schools Catalog, DA Pamphlet 351-4, must be tracked at all times and entered into the DA PERSTEMPO web application.

e. Conferences/Other Events. Professional development conferences or other events attended in a TDY status, which are not listed in the US Army Formal Schools Catalog, DA Pamphlet 351-4, will be tracked as Mission Support TDY as a PERSTEMPO creditable events.

f. Day Away. A day away for a PERSTEMPO event begins on one day and ends on another day. A day away does not require a full 24 hours in order to be a PERSTEMPO day and the day of return will not count as a day away. Creditable days away must fall into one of these categories: Operation, Exercise, Unit Training, Mission Support TDY or Hospitalization (which occurs during one of the above mentioned categories). Normal duties, which may include shift work, do not count. Emergencies which interrupt a normal routine, but are within a soldier's assigned duties, also do not count if the emergency does not fall within one of the above mentioned categories. For example, military police personnel or MEDEVAC pilots called to assist at a crash site would not accrue creditable PERSTEMPO days as it is not an exercise or an operation. However, an aviation safety officer on TDY orders to investigate a crash site would receive creditable PERSTEMPO days under the Mission Support TDY category.

g. Army Human Resource Identifier (AHRI). The Army Human Resource Identifier denotes a collection of personnel, to include Active Army, US Army Reserve, and Army National Guard, that are grouped together for a specific operational purpose. The AHRI's main purpose is to provide Commanders the capability to identify groups of soldiers and manage them as a group.

h. Joint service members. All soldiers assigned to Joint Commands will submit their PERSTEMPO event participation information to the Army element which provides administrative support (pay inquiries, LES support, Leave actions, etc) to that organization.

i. Hospitalization. Hospitalization is a creditable PERSTEMPO event only when it occurs in conjunction with one of the creditable PERSTEMPO categories: Operations, Exercise, Unit Training or Mission Support TDY. A soldier hospitalized during a creditable PERSTEMPO category will only accrue creditable PERSTEMPO days following the conclusion of a PERSTEMPO event until such time as the soldier is transferred to the medical holding company.

j. Reporting Discrepancies. Each soldier is responsible for monthly verification of the correctness of the deployment counter located on their LES. Each individual soldier has the right to report discrepancies on the LES deployment counter, which they feel inaccurately reflect their number of PERSTEMPO event participation days, to their immediate chain of command. This is an ongoing process. There will be no unresolved PERSTEMPO event participation issues upon a soldier's Permanent Change of Station, Expiration Term of Service, or separation from the location the soldier believes the error occurred.

k.. Permanent Change of Station (PCS). A PCS move does not count as a deployment and will not be reported in the PERSTEMPO web application.

l. Operations Tempo. Operations tempo means the rate at which units of the US Army are involved in all military activities, including contingency operations, exercises, and training deployments.

m. Personnel Tempo. Personnel tempo is defined as the amount of time members of the US Army are engaged in their official duties, including official duties at a location or under circumstances which make it infeasible for a member to spend off-duty time in the housing in which the member resides when on garrison duty at the member's permanent duty station.

n. Per Diem Allowance for Lengthy or Numerous Deployments. The US Army shall pay a high-deployment per diem allowance to a member for each day on which the member (1) is deployed and (2) has, as of that day, been deployed 401 or more days out of the preceding 730 days. A soldier that is deployed 1 Oct 00 until 30 Sep 02 would not receive or be authorized to receive high deployment per diem although deployed for 730 days. However, if this soldier deploys again on 5 Oct 02, the soldier would receive high deployment per diem ($100) for each day they are deployed until the number of days within the 730 day "rolling" calendar falls below 401 days.

o. High Deployment Per Diem Payment. A high deployment per diem payable to a soldier is in addition to any other pay and allowance payable to the member under any other provision of law. Generally speaking, high deployment pay, like other compensation is taxable. Pay for deployment days above the threshold served while in a combat zone tax exempt (CZTE) area will be, like other compensation earned in the CZTE, tax exempt.

p. Civilian/Contractor Reporting. PERSTEMPO policy does not apply to civilian employees or contractors of the US Government. The PERSTEMPO web application will not be used to track Army civilians, contractors or private organizations (i.e. Red Cross) personnel.

10. Recommended changes using DA Form 2028, Recommended Changes to Publications and Blank Forms, will be addressed to Commander, USAARMC, ATTN ATZK-AGA, or sent electronically to James.Davidson@knox.army.mil.

AEXX-XXX (350-37a)   DATE

MEMORANDUM THRU

XXXXX

XXXXX

FOR XXXXXXXXXXXXXXX

SUBJECT: PERSTEMPO Management Threshold

1. The soldier(s) listed on the enclosed roster is/are projected to exceed the 182-day threshold while participating in a PERSTEMPO event. This information is provided for management purposes only.

2. Explanation: Show PERSTEMPO event category, AHRI, and any administrative information deemed necessary.

3. The point of contact for this action is the undersigned at (xxx)xxx-xxxx. (include e-mail address).

Encl   XXXXXXXX
                                              XXX, XX
                                              XXXXXXXXXXXXXX

NOTE: Prepare reply memorandum in accordance with AR 25-50

Add the following in the body of the reply. This memorandum acknowledges the first Army general officer in the soldier's chain of command has PERSTEMPO management oversight on the soldier(s) on the attached roster. The date stamped hereon is the date I assumed management and it is the date which the requesting commander will entered into the PERSTEMPO database for the soldier(s) concerned.

SOLDIERS PROJECTED TO REQUIRE GENERAL OFFICER MANAGEMENT
FOR PERSTEMPO EVENT PARTICIPATION IN EXCESS OF THE 182 DAY THRESHOLD

UNIT:
UIC: (See Note 1)
PERSTEMPO EVENT CATEGORY AND PURPOSE: (See Note 2)
AHRI:
REQUESTING UNIT COMMANDER:
E-MAIL ADDRESS:
DSN:
COMPONENT: (See Note 3)
STATUS FOR RESERVE COMPONENT PERSONNEL: (See Note 4)

| | | | | | | | PERSTEMPO DEPLOYMENT COUNT LENGTH SINCE 1 OCT 00 (365 DAY ROLLING WINDOW) | |
| | | | | | | LENGTH OF | | |
NAME	RANK	SSN	MOS	START DATE	END DATE	DEPLOYMENT	CURRENT	PROJECTED
XXXXXXXXXXX	XXX	999-99-9999	XXXXX	DD/MM/YY	DD/MM/YY	999	999	999
XXXXXXXXXXX	XXX	999-99-9999	XXXXX	DD/MM/YY	DD/MM/YY	999	999	999

NOTES

1. A separate roster will be completed for each UIC (i.e. each different UIC will be shown on a separate roster).

2. A separate roster will be completed for each PERSTEMPO event category.

3. A separate roster will be completed for component Active Component (AC) soldiers, United States Army Reserve (USAR) soldiers, Army National Guard (ARNG) soldiers.

4. For Reserve Component personnel (USAR and ARNG), prepare a separate roster for personnel in a Mobilization Status and a separate roster of personnel in a Contingency Operation Temporary Tour of Active Duty (COTTAD) status.

5. An individual PERSTEMPO Deployment Calculator is available at http://www.perscom.army.mil/perstempo/forms/PERSTEMPO%20Calculator.xls and may be an aid in computing the From To dates.

AEXX-XXX (350-37a)   DATE

MEMORANDUM THRU

First Army general officer (182 Day Management Authority)

XXXXX

FOR Commanding General, United States Army Training and Doctrine Command, Fort Monroe, VA 23851-5000

SUBJECT: PERSTEMPO Approval Threshold

1. The soldier(s) listed on the attached roster is/are projected to exceed the 220-day threshold while participating in a PERSTEMPO event.

2. Request approval for soldier(s) to exceed the 220-day threshold.

3. Background: Include, as a minimum, information regarding the Originating Commander requirements shown in 220-Day Threshold Processing Actions and Flow paragraph as basic document.

4. Justification: Answer the questions "Why is/are the soldier(s) projected to exceed the 220-day PERSTEMPO participation threshold?" "Why are other soldiers not available to participate in the PERSTEMPO event?" Additionally, include PERSTEMPO event category, AHRI, and any administrative information which will allow the Commanding General, TRADOC to make an informed decision.

5. The point of contact for this action is the undersigned at (xxx)xxx-xxxx. (include e-mail address).

                                                        XXXXXXXX
                                                        XXX, XX
                                                        XXXXXXXXXXXXX

CG, TRADOC ACTION

On (enter date) your request to exceed the 220 day PERSTEMPO participation threshold is:

_____Approved.

_____Conditionally approved. Soldiers lined through and initialed on the attached roster are not approved to exceed the 220 day threshold.

_____Returned without action due to administrative deficiencies.

XXXXXXXXXXXXX
General, USA
Commanding

SOLDIERS PROJECTED TO REQUIRE CG, TRADOC APPROVAL
FOR PERSTEMPO EVENT PARTICIPATION IN EXCESS OF 220 DAYS

UNIT DESIGNATION:
UIC: (See Note 1)
PERSTEMPO EVENT CATEGORY AND PURPOSE: (See Note 2)
AHRI:
REQUESTING UNIT COMMANDER:
E-MAIL ADDRESS:
DSN:
COMPONENT: (See Note 3)
STATUS FOR RESERVE COMPONENT PERSONNEL: (See Note 4)

| | | | | | | | PERSTEMPO DEPLOYMENT COUNT SINCE 1 OCT 00 365 DAY ROLLING WINDOW | |
| | | | | | | LENGTH OF | | |
NAME	RANK	SSN	MOS	START DATE	END DATE	DEPLOYMENT	CURRENT	PROJECTED
XXXXXXXXXXX	XXX	999-99-9999	XXXXX	DD/MM/YY	DD/MM/YY	999	999	999
XXXXXXXXXXX	XXX	999-99-9999	XXXXX	DD/MM/YY	DD/MM/YY	999	999	999

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